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PART II - MISCELLANEOUS NOTIFICATIONS OF INTEREST TO THE PUBLIC

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NOTIFICATIONS BY HEADS OF DEPARTMENTS Etc.,

ANDHRA PRADESH STATE LEGAL SERVICES AUTHORITY
AMARAVATI AT NELAPADU

Memo No.458/Courts.B/2021.

Dated: 08-03-2021.

NOTIFICATION OF TRANSFER GUIDELINES IN THE LEGAL SERVICES INSTITUTIONS
IN ANDHRA PRADESH.

GUIDELINES FOR TRANSFERS

**ANDHRA PRADESH STATE LEGAL SERVICES AUTHORITY,
AMARAVATHI AT NELAPADU**

GUIDELINES FOR TRANSFERS
IN THE LEGAL SERVICES INSTITUTIONS
IN THE STATE OF ANDHRA PRADESH

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GUIDELINES FOR TRANSFERS IN THE LEGAL SERVICES**INSTITUTIONS IN THE STATE OF ANDHRA PRADESH**

The following Guidelines for transfer of the employees in the Legal Services Institutions in the State of Andhra Pradesh have been framed and are *inter alia*, (i) meant to see that the very objectives for which the Legal Services Institutions are established shall not be defeated by reason only of the lack of staff or deficiency in the number of staff members, (ii) aimed at achieving the objectives of the establishment of the Legal Services Institutions by effecting transfers in time and as soon as possible in accordance with these Guidelines and at any time wherever and whenever required. These Guidelines are not enforceable at Law.

1. Short title:

These Guidelines may be called “the Andhra Pradesh State Legal Services Authority Transfer (of Employees in the Legal Services Institutions) Guidelines, 2021”.

2. Expressions and Abbreviations:

(1) “Executive Chairman” means the Hon’ble Executive Chairman of the Andhra Pradesh State Legal Services Authority.

(2) The abbreviations used in these Guidelines are as follows:

Abbreviation	Full Form
SLSA	Andhra Pradesh State Legal Services Authority
HCLSC	Andhra Pradesh High Court Legal Services Committee
DLSA	District Legal Services Authority
MLSC	Mandal Legal Services Committee
MC	Mediation Center

3. Districts, Zones and Units:

(1) For the purpose of transfer under these Guidelines, Zones, Districts and Units shall be as follows:

Zone	Districts
1	Srikakulam, Visakapatnam and Vizianagaram
2	East Godavari, Krishna, and West Godavari
3	Guntur, Nellore and Prakasam
4	Anantapur, Chittoor, Kadapa and Kurnool

(2) The Andhra Pradesh State Legal Services Authority and the High Court Legal Services Committee shall for the purpose of transfers under these Guidelines be treated as a separate Unit each.

4. Applicability:

(1) These Guidelines shall be applicable to all the regular employees, except Attenders (Office Subordinates), in the Legal Service Institutions in the State of Andhra Pradesh.

(2) These Guidelines shall not apply to the Judicial Officers in the Legal Services Institutions in the State of Andhra Pradesh.

(3) These Guidelines shall come into force with immediate effect.

5. Authorities to transfer:

(1) Subject to sub-guideline (3), the Authority to transfer Superintendents and Senior Assistants is the Member Secretary with the approval of the Executive Chairman.

(2) Subject to sub-guideline (3), the Authority to transfer any other employees, from one District to another District, or from one Zone to another Zone, or from one Unit to another Unit, is the Member Secretary with the approval of the Executive Chairman, and from one

station to another station within the same District is the Chairperson of the respective DLSA.

(3) Any transfer of any employee to or from the HCLSC shall be made by the Member Secretary with the approval of the Executive Chairman and the Chairman of the HCLSC.

6. Period of incumbency and transfer:

(1) Subject to the other Guidelines, the period of incumbency of any employee covered by these Guidelines shall normally be three years at a station, after which he/she will be transferred.

(2) Superintendents and Senior Assistants shall ordinarily be transferred within the Zone in which they are working, after completion of their normal period of incumbency.

(3) Other employees shall ordinarily be transferred within the District in which they are working, after completion of their normal period of incumbency.

(4) For administrative reasons or any other exigencies, any employee mentioned in sub-guidelines (2) and (3) may be transferred to any place outside the Zone or the District as the case may be.

(5) Any employee working in the SLSA or the HCLSC including on deputation may not ordinarily be transferred even after his/her normal period of incumbency, except on his/her own request.

Provided that for administrative reasons or any other exigencies any employee working in the SLSA or the HCLSC may be transferred after the period of incumbency to any place outside the Unit (SLSA or HCLSC) in which he/she is working.

7. Application for transfer:

(1) Any employee may apply for transfer or retention in accordance with these Guidelines in the Format and as per the Time Schedule appended to these Guidelines.

(2) Application for transfer from one Zone to another Zone or from one District to another District, as the case may be, may be submitted to the Member Secretary.

(3) Application for transfer from one station to another station within the same District may be submitted to the Chairperson of the District Legal Services Authority.

(4) Application for transfer from or to the SLSA or the HCLSC may be submitted to the Member Secretary.

(5) Application for mutual transfer shall be submitted duly certified by both the employees that their request for mutual transfer is *bona fide*.

(6) Any employee, who will retire on superannuation within one year or less than one year from the due date mentioned in the Time Schedule in this respect, may apply for transfer to any place he/she proposes or expects to be settled, or on medical grounds, or on spouse ground.

(7) Notwithstanding anything contained in (1) to (6), an application for transfer, along with self-attested photocopies of relevant medical records including certificate, if any of the Medical Board, may be submitted at any time, before completion of the normal period of incumbency at a particular station, or for retention at the same station beyond the normal period of incumbency, to the Authority concerned, on

the ground of illness of the employee or spouse or any parent or any child of the employee.

(8) Every application shall be submitted through proper channel or channels only. Any deviation in this regard by any employee shall entail disciplinary action against such employee.

(9) Any application, which is not in compliance with these Guidelines, shall not be considered and shall be deemed to have been rejected.

8. Two places of choice:

Every employee applying for transfer shall have an option to mention two places of his/her choice in the order of his/her preference to be mentioned in the application for transfer.

9. Recommendations/Remarks:

Every application shall contain the recommendations or remarks and, if necessary, with brief reasons of the Judicial Officer/s through whom the application is submitted to the DLSA or the SLSA, as the case may be.

10. Consideration of grounds for transfer:

(1) In considering any application for transfer or in effecting transfer without such application, regard shall be had to the medical grounds if any, spouse ground if any, the places of choice if any mentioned in the application, other grounds stated by the employee in the application, recommendation or remarks of the Judicial Officer/s, any documents submitted by the employee, awards/ commendations received by the employee and stated in his/her application and certified by the Judicial Officer/s, and punishment/s and/or censure imposed or awarded upon the employee and entered in the service record of the employee.

(2) Employees with physical disability of 40% or more may not ordinarily be transferred, though they have completed their period of incumbency, except on their own application for transfer, provided that the extent of disability is entered in the service record of the respective employees.

(3) Where and in so far as possible, regard shall be had to the ground of retirement on superannuation within one year or less than one year from the due date mentioned in the Time Schedule in this respect.

(4) Where applications for transfer to a particular station are made by more than one employee, regard shall be had to the medical grounds if any, spouse ground if any, seniority, medical records, other records submitted by the employees, awards/commendations received, and special confidential reports of all such employees.

(5) Where it is not possible to transfer an employee to any of the two stations of his/her choice, or the first preferred station stated in the application, he/she may be transferred to any other station which is near to any of the said two stations of the choice or the first preferred station, if feasible.

11. Power of the APSLSA:

Notwithstanding anything in these Guidelines, the Member Secretary has power to transfer or depute at any time any employee from any place or District or Zone or Unit, to any place or District or Zone or Unit, for administrative reasons, or on disciplinary grounds, or on exigencies of work, or on any other ground or grounds, with the previous

approval of the Executive Chairman, and also the Chairman of the HCLSC where the transfer or deputation is from or to the HCLSC.

12. Matters not covered by the Guidelines:

Where these Guidelines are silent or nothing is provided by or under these Guidelines in respect of any matter or issue relating to transfer of any employee from or to any Legal Services Institution, the Member Secretary may, with the approval of the Executive Chairman, and also of the Chairman of the HCLSC where the matter or issue relates to the HCLSC, deal with such matter or issue.

13. Relaxation:

(1) These Guidelines may be relaxed in any individual case or cases by the Executive Chairman as deemed fit and reasonable.

(2) Nothing in these Guidelines shall limit or abridge the power of the Executive Chairman to deal with any employee or employees including Attender or Attender/s (Office Subordinate/s) in any Legal Services Institution including Permanent Lok Adalats, whether or not these Guidelines are applicable to them, in the matter of transfer or deputation of any employee, whether regular or permanent or temporary or contract or outsourced or contingent or daily wage, etc., from any place to any place and from any Legal Service Institution/s to any Legal

Services Institution/s in the State of Andhra Pradesh, at any time, at the sole and absolute discretion of the Executive Chairman.

**

FORMAT (see Guideline 7)

**(TO BE SUBMITTED
THROUGH PROPER CHANNEL/S ONLY)**

APPLICATION FOR TRANSFER/RETENTION

(Strike off whichever is not applicable)

Sl. No.	Description	
01	Full Name	
02	Father/Husband's Name	
03	Age as on the date of application	
04	Stations/worked from the beginning. (specify dates from and to, with designation/s)	.
05	Date and period from which working in the present station	
06	Designation in the present station	
07	Place/s of choice for transfer in the order of preference (specify Mandal/District/Zone/Unit)	1. 2.
08	Ground/s for transfer/ retention	

09	Disability and percentage thereof (if applicable)	
	Whether entered in the service record	Yes/No (strike off whichever is not applicable)
10	Place and address where proposes/ expects to be settled (applicable only in case of retirement on superannuation within one year or less than one year) (see Guideline 7(6))	
11	Any awards/commendations during service (mention all details with copies of documents if any) (see Guideline 10(1) and 10(4))	
12	Punishment/s and/or censure imposed or awarded upon the employee (see Guideline 10(1))	
13	Any other relevant information	
14	Details of documents enclosed (including medical records if any)	

Place :

Date :

Signature/s of the applicant/s
with date/s

We certify that our request for mutual transfer is *bona fide*. (applicable in the case of mutual transfers only - see Guideline 7(5)).

Signature/s of both the applicant/s
with date/s

(To be filled by the Judicial Officer/s)

Certification of awards/commendations, if applicable (see Guideline 10(1) and 10(4))	Certified / Not applicable (strike off whichever is not applicable)
Special confidential reports, if applicable (see Guideline 10(4))	Attached / Not applicable (strike off whichever is not applicable)
Punishment/s and/or censure (see Guideline 10(1)) imposed or awarded upon the employee	
Signature/s of the Judicial Officer/s with Date/s and Stamp/s	

T I M E S C H E D U L E

(see Guideline 7(1))

Applications and Authorities	Due Date/s
Submission of application by the employee to the MLSC/DLSA as the case may be.	From 1 st February to the end of February every year
Submission of applications on the ground of retirement on superannuation within one year or less than one year	From 1 st February to the end of February of the year if the employee is due to retire on superannuation after June of that year.
	From 1 st February to the end of February of the year previous to the year in which the employee is due to retire on superannuation from January to June.
Submission of applications by the MLSC to the DLSA (wherever applicable)	From 1 st March to 15 th March of every year
Submission of applications by the DLSA/s to the SLSA (wherever applicable)	From 16 th March to 10 th April of every year
Submission of applications by the employee in HCLSC to HCLSC	From 1 st February to the end of February every year
Submission of applications by HCLSC to SLSA	From 16 th March to 10 th April of every year
Submission of applications in SLSA to SLSA	From 1 st February to the end of February every year
Order/s of transfers	From 1 st May to 10 th May of every year
Joining in the new stations of transfer	As mentioned in the order/s of transfer

Sd/-.,
Member Secretary,
A.P. State Legal Services Authority,
Nelapadu, Amaravati-522 237.